



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 1/11/13	Interviewer: Laura Langley	RFA #13 – 03
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): Faculty, [REDACTED]		
Requested Assistance Pertaining To (name, position, policy, project, etc.) Assignment of course schedules		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|---|--|---|---|--------------------------------------|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Veteran Status | |

Time Line		
Date	Item	Comments
1/11/13	Call from [REDACTED] to LKL	<p>Faculty in [REDACTED] have raised questions about how course schedules are assigned. Chair [REDACTED] is "amazing" -- recognized need for transparency and held a meeting of faculty to discuss scheduling. Provided 2 page document re: what to consider when scheduling (MWR v. TR classes).</p> <p>In meeting, "extenuating circumstances" were discussed as reason for exception to general guidelines. One such "extenuating circumstance" that 3 people raised was childcare.</p> <p>[REDACTED] who is not married and does not have children, does not think it is fair that people who have children are privileged in assignment of class times. A few other faculty have this concern as well. She wants to know whether familial status can play a role in privileging class schedule assignments. She's collecting information before speaking with her Chair about this. Not complaining, just wants to understand what law covers.</p> <p>LE or LKL should call [REDACTED] back on Monday</p>

1/14/13		LKL briefed LE. Reviewed laws and EO policy → family status not protected characteristic.
1/14/13	LKL Im for ■■■, please call (11:34) ■■■ Im for LKL (5:15)	
1/15/13	LKL Im for ■■■ (9:23)	
1/16/13	LKL Im for ■■■ (8:22) and sent email	
1/18/13	■■■ Im	Heading into meeting and then leaving campus. Email her to arrange time to talk. → LKL sent email suggesting times to talk.
2/6/13	■■■ called. Spoke with LKL.	■■■: Chair's draft guidance says special circumstances for consideration in assigning class times include parental obligations, maternity and paternity leave, and medical absences. LKL: Family status is not a protected characteristic on which employment decisions can't be based. But there are protected leaves for family/medical. May want to discuss w/Chair feeling of not being as valued/feeling everyone's time should be respected; ■■■ idea of give and take for everyone. Also may want to talk w/Steve Garfinkle re: ■■■ section about determining teaching workload. ■■■ appreciative of info. LKL said call back if more questions.

Resolution:

- ☐ Resolved to Individual's Satisfaction [R]
☐ Transitioned to Complaint [F]

- ☐ Unresolved [U]
☐ Referred to another University Office [REF]

Provide a summary of the discussion, including recommendations provided. Subsequent discussions, requests for assistance and/or follow-ups on this issue should be included chronologically below.